

FY09 REPORT FACTSHEET FOR STATE-FUNDED CLINICAL CHILD and ADOLESCENT HEALTH CENTERS:

WHEN ARE DATA REPORTS DUE?

There are five *data* reports that are required for state-funded clinical Child and Adolescent Health Centers.

The data reports should include a completed Medicaid Outreach Report Form as a cover sheet.

Data Reports	Due Date
CY 2008 Year-End Data Report: Centers funded in FY08 must submit a calendar year-end data report covering the period of January 1-December 31, 2008.	January 30, 2009
1st Quarter CY 2009 Report January 1-March 31, 2009	April 30, 2009
2nd Quarter CY 20089 Report (including YTD numbers): April 1- June 30, 2009	July 30, 2009
3rd Quarter CY 2009 Report (including YTD numbers): July 1-September 30, 2009	October 30, 2009
CY 2009 Year-End Data Report: Centers funded in FY09 must submit a calendar year-end data report covering the period of January 1-December 31, 2009.	January 30, 2010

WHEN ARE BILLING REPORTS DUE?

All state-funded clinical CAHCs were required to begin billing by October 1, 2004 with no exceptions.

Billing reports following the required format should be submitted along with quarterly data reports. The billing data reports will be compiled at the end of the CY and will be submitted to the Legislature, as required in MDCH boilerplate language.

WHEN ARE FINANCIAL STATUS REPORTS DUE?

Quarterly financial status reports (FSRs) are required for state-funded CAHCs. These reports should be submitted on the following schedule (*for tracking of expenditures, not invoice for payment*):

Required Report	Due Date
Quarterly FSRs (includes expenditures for the previous quarter)	October 1 - Dec 31, 2008 – DUE January 30, 2009 January 1 – March 31, 2009 – DUE April 30, 2009 April 1 – June 30, 2009 – DUE July 30, 2009
Final Financial Status Report (includes expenditures for the period of October 1, 2008-September 30, 2009)	November 30, 2009

Other reports your program is required to submit annually include:

Required Report	Due Date
Annual Summary Report FY 2009 Centers funded in FY09 must submit a narrative of progress on objectives and activities proposed in the FY09 work plan and outreach plan which should cover the period of October 1, 2008 -- September 30, 2009; annual summary reports must follow a required format.	November 30, 2009
Health Education Form For CY 2008 Centers funded in FY08 must submit this form for the period of January 1-December 31, 2008. This form should be submitted with the year-end data report, which is also due January 30, 2009.	January 30, 2009
Health Education Form For CY 2009 Centers must submit this form for the period of January 1-December 31, 2009. This form should be submitted with the year-end data report, which is also due January 30, 2010.	January 30, 2010

WHO SHOULD WE SUBMIT REPORTS TO?

All reports listed above should be submitted to your assigned community consultant and to:

Taggart Doll, Program Consultant
Adolescent and School Health Unit
Michigan Department of Community Health
Washington Square Building
109 Michigan Avenue, 4th Floor
Lansing MI 48913
dollt@michigan.gov

Please send an original copy of the 6-month and 12-month FSR and the Final Budget Detail to:

Mr. Pat Burke, Chief Financial Officer
Michigan Primary Care Association
7215 Westshire Drive
Lansing, MI 48917
pburke@mpca.net